

TEXAS FUNERAL SERVICE COMMISSION
333 Guadalupe, Tower 3, Suite 2-110
Austin, TX 78701
(512) 936-2474 FAX (512) 479-5064

JOB VACANCY NOTICE

LISTING NO:	01-2015	OPENING DATE:	June 1, 2015
JOB TITLE:	Investigator II	CLOSING DATE:	July 17, 2015
STATE CLASSIFICATION NO.	1351		
SALARY RANGE:	\$31,144-\$35,000 annually	LOCATION:	Austin
NUMBER OPENINGS:	1	DURATION:	Regular Full-time
REFER TO:	Rodney Van Oudekerke/Administrator of Compliance		

OBJECTIVE:

Performs routine investigative work. Work involves planning and conducting investigations and preparing reports on findings and recommendations. Work requires familiarity with the laws, rules and regulations, policies and procedures of the Texas Funeral Service Commission. Works under the supervision of the Administrator of Compliance.

QUALIFICATIONS:

A. Education

1. Graduation from an accredited four-year college or university with major course work in criminal justice or a related field is preferred
2. Specialized training in investigations or law
3. Appropriate experience and education may be substituted for one another

B. Experience

1. Experience in investigative work preferred
2. Investigation of individuals in professional settings preferred

C. Knowledge, Skills, and Abilities

1. Knowledge of the agency's regulatory functions
2. Knowledge of investigative principals and techniques
3. Knowledge of court procedures, practices and rules of evidence
4. Ability to conduct investigations
5. Ability to conduct interviews and gather facts
6. Ability to interpret and apply laws and regulations
7. Ability to communicate effectively, both written and oral
8. Ability to maintain effective communications in adverse situations
9. Knowledge of personal computers and word processing software

COMPLIANCE RESPONSIBILITIES:

1. Conducts investigations of alleged violations of agency statute, rules or regulations
2. Contacts and interviews potential witnesses and complainants
3. Obtains, verifies and records evidence and documents for use in investigations
4. Evaluates and summarizes investigative findings
5. Prepares correspondence and reports
6. Assists in making recommendations for action based on investigative results
7. Assists in preparing the presentation of evidence for administrative hearings or court proceedings

8. Presents testimony and evidence at administrative hearings or for court proceedings
9. Maintains complex paper and electronic filing system for complaints and investigations
10. Enters data of disciplinary information on licensees in database
11. Performs related work as assigned
12. Assists Staff Attorney as needed
13. May recommend changes in Statute, Rules or Policy and Procedures Manual

CONDITIONS OF EMPLOYMENT:

1. Adheres to personnel policies
2. Works required hours
3. Cross training in related areas required

TO APPLY:

State Application Form must be completed. Resumes may be attached to the application form. State Application Form and Job Description may be downloaded from the TFSC website www.tpsc.texas.gov (TFSC News & Things to Know).

Applications may be mailed or faxed.

If selected, you will be called for an interview. Do not call to discuss the position or to schedule an interview.

TFSC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TFSC is an at-will employer.